



State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

December 12, 2006

TO: PROJECT COORDINATORS
*CALIFORNIA NUTRITION NETWORK FOR HEALTHY, ACTIVE
FAMILIES (NETWORK)*

SUBJECT: PROGRAM LETTER # 06-09
UPDATED WEEKLY TIME LOGS / QUARTERLY TIME STUDIES FOR
DOCUMENTING PERSONNEL TIME

The United States Department of Agriculture requires Local Incentive Award participant staff who devote less than 100 percent of their time to Food Stamp Nutrition Education to document their personnel time by completing either a weekly time log or a quarterly time study.

The *Network* has recently updated the weekly time log and quarterly time study forms as follows:

1. A row to record "Paid Time Off" has been added. Paid time off (e.g., vacation, sick leave, holiday time, etc.) should be recorded as the actual paid vacation, paid sick time, or paid holiday time earned per your organization's policies. These types of earnings must be prorated by the full-time employee (FTE) budgeted in the contract (e.g., if a .50 FTE employee takes a vacation day, that employee would record four hours of vacation time for that day).
2. An hourly/daily/monthly pay rate field has been added.
3. A signature line for the supervisor or a designee of the supervisor has been added. (Note: the project coordinator may be designated to sign for the supervisor.)
4. Minor wording changes have been made to the activities on page two of the forms.

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Contractors and subcontractors must begin using the new forms by April 1, 2007. If your organization has received approval by *Network* staff for a customized form, please work with your Contract Manager to ensure that all of the required elements are present on your forms.

Should you have any questions, please contact your assigned Contract Manager.

A handwritten signature in black ink, appearing to read "Susan B. Foerster", followed by a horizontal line extending to the right.

Susan B. Foerster, M.P.H., R.D., Chief
Cancer Prevention and Nutrition Section

Enclosure